



NATIONAL TRAINING CENTER

Protective Force Training Department

Standard Operating Procedure

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REVISION HISTORY

Rev.	Date	Description of Revision
1	06/30/09	First revision approved
0	09/27/08	Original SOP approved.

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to assign responsibilities and establish procedures and requirements for the safe operation of the U.S. Department of Energy (DOE) National Training Center (NTC) Integrated Safety and Security Training and Evaluation Complex (ISSTEC).

2.0 SCOPE

The procedures and responsibilities in this SOP apply to all NTC federal and contractor employees that use the ISSTEC facilities. ISSTEC operations include training, demonstrations, rehearsals, testing or evaluation, and dry run exercises, under both day and night conditions. These procedures also apply to NTC students (regardless of their place of employment), non-DOE agencies that use the ISSTEC facilities, and observers.

All ISSTEC training will be conducted in accordance with this SOP, as well as with DOE M 470.4-3A, Contractor Protective Force; PFT-SOP-644, Live Fire Range Operations; PFT-SOP-646, Engagement Simulation Systems (ESS); and approved NTC course lesson plans and exercise plans.

3.0 CANCELLATION

This document cancels PFT-SOP-643, *ISSTEC Operations*, dated September 2007.

4.0 REFERENCES

- 4.1 DOE M 440.1-1A, DOE Explosives Safety Manual
- 4.2 DOE G 450.4-1B, Integrated Safety Management System Guide
- 4.3 DOE M 470.4-3A, Contractor Protective Force
- 4.4 MIL-HDBK 1027/3B, Range Facilities and Miscellaneous Training Facilities Other Than Buildings
- 4.5 AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat
- 4.6 AF 91-201, Explosives Safety Standards
- 4.7 DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards
- 4.8 NTC Non-Lethal Training Firearms Lesson Plan
- 4.9 NTC-PM-501, Integrated Safety Management System Program Description
- 4.10 NTC-SOP-311, Instructor Certifications and Qualifications
- 4.11 NTC-SOP-531, Risk Analysis
- 4.12 NTC-SOP-536, Shop Operations and General Maintenance

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

- 4.13 NTC-SOP-549, Storage and Transportation of Explosives
- 4.14 PFT-SOP-644, Live Fire Range Operations
- 4.15 PFT-SOP-645, Live Fire Shoot House
- 4.16 PFT-SOP-646, Engagement Simulation Systems
- 4.17 PFT-SOP-652, Inclement Weather Training Restrictions
- 4.18 ISSTEC Training Risk Analysis Report

5.0 DEFINITIONS

- 5.1 **COURSE MANAGER.** The NTC Departmental Instructor responsible for the internal NTC development, coordination, and maintenance necessary for the successful presentation of a course of instruction. The term Course Manager also refers to the Lead Instructor associated with non-LFR courses.
- 5.2 **LEAD INSTRUCTOR.** The NTC departmental instructor that is responsible for the internal NTC development, coordination, and maintenance necessary for the successful presentation of a course of instruction. The term Lead Instructor is usually associated with courses at the LFR.
- 5.3 **NON-DOE USER.** Federal, state, or local (law enforcement or military) agency that has a current Range Use Agreement (RUA) with the NTC to use the ISSTEC facilities.
- 5.4 **NON-DOE RESPONSIBLE POINT-OF-CONTACT (POC)** An onsite individual specifically identified and designated as the non-DOE user representative responsible for ensuring compliance with this SOP.
- 5.5 **NTC INSTRUCTOR.** Instructor who meets all certifications and qualifications required by DOE and the NTC (see NTC SOP311 for clarification).

6.0 POLICY

It is the policy of the NTC to conduct Protective Force, Safety, and Safeguards and Security (S&S) training at the ISSTEC in accordance with DOE requirements. Any departure from the provisions of this SOP or other written procedures must be documented and forwarded to the ISSTEC Manager, NTC Training Department Managers, Range Master, and Environment, Safety, Health, and Quality Assurance (ESH&QA) Director for consideration. Failure to comply with the safety procedures in this SOP may be cause for removal from the ISSTEC training areas. NTC employees may be subject to disciplinary actions, up to and including termination.

All work at the NTC will be conducted in accordance with DOE's Integrated Safety Management System. It is NTC policy to incorporate safety into the planning and execution of all work and to ensure safety from hazards for NTC workers and the environment. The NTC will implement appropriate controls for those hazards that cannot be totally removed.

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As a tenant of Kirtland Air Force Base (KAFB), the NTC and its employees, contractors, and visitors must recognize and adhere to all applicable regulations.

7.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

7.1 DOE/NTC Director

- 7.1.1 Ensure all NTC guidance documents are available to DOE/NTC staff.
- 7.1.2 Require DOE/NTC staff to read and acknowledge their understanding of NTC guidance documents as appropriate to their area(s) of responsibility.

7.2 NTC General Manager

The NTC General Manager is responsible for ensuring that all applicable activities conducted at the ISSTEC are in compliance with the requirements of this SOP.

7.3 ISSTEC Manager

The ISSTEC Manager is responsible for the overall supervision and maintenance of the ISSTEC facilities. Specific responsibilities include the following:

- 7.3.1 Ensure only approved ESS weapons, targets, and supplies are used at the ISSTEC during training.
- 7.3.2 Ensure all equipment is maintained in safe working order and all required materials are available.
- 7.3.3 Coordinate with the Range Master for required Protective Force Training (PFT) equipment and materials/supplies when necessary.
- 7.3.4 Ensure required ISSTEC supplies are budgeted for, purchased, and stored correctly.
- 7.3.5 Perform periodic inspections of the ISSTEC facility, and advise the appropriate staff of necessary maintenance and repair requirements.
- 7.3.6 Perform monthly inventory of ESS ammunition stored at the ISSTEC.
- 7.3.7 Ensure training is provided for Maintenance staff on the safe use of equipment used at the ISSTEC.
- 7.3.8 Ensure only trained and authorized personnel use or maintain ISSTEC electrical or mechanical systems (e.g., heating, ventilating, and air-conditioning [HVAC] systems, computer and audiovisual systems, and electrical and plumbing systems).
- 7.3.9 Approve and coordinate any ISSTEC construction or facility modifications (see Appendix A).

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7.3.10 Maintain the following ISSTEC records:

- A. ISSTEC schedules
- B. ISSTEC use logs (see Appendix B)
- C. Key issue control and key logs
- D. Copies of all variances.

7.3.11 Regularly review and provide timely updates to this SOP.

7.3.12 Ensure RUAs and MOUs for all ISSTEC users are current and signed. (The NTC's RUA form is included as Appendix C.)

7.3.13 Conduct an ISSTEC orientation for new instructors and ISSTEC users who have current RUAs or MOUs.

7.3.14 Coordinate with the Range Master on training activities outside the ISSTEC that require coordination with the KAFB Controlled Firing Area Committee (CFAC).

7.3.15 Enforce ISSTEC vehicle operation and parking requirements.

7.4 Training Department Managers

Training Department managers are responsible for the safe operation of the ISSTEC facility, which involves being knowledgeable of all risk analysis reports relative to the ISSTEC and adhering to all security requirements. Additional responsibilities include;

7.4.1 Reviewing written procedures governing operations at the ISSTEC.

7.4.2 Ensuring respective NTC Training Department instructors are familiar with and in compliance with the procedures outlined in this and referenced SOPs.

7.4.3 Reviewing modifications to or construction of the ISSTEC facility.

7.4.4 Ensuring representation of their department within the ISSTEC Steering Committee.

7.4.5 Presenting to the ISSTEC Manager for consideration any recommendations or requirements identified during course revision/development efforts.

7.5 Range Master

7.5.1 Ensures ESS ammunition requirements are forecast and ammunition is procured per SOP requirements.

7.5.2 Coordinates with the ISSTEC Manager in the following instances:

- A. For delivery of required PFT equipment and materials/supplies to the ISSTEC.
- B. To prepare for training activities outside the ISSTEC that require coordination with the KAFB CFAC (as a CFAC member, the Range Master will ensure the training is included on the CFAC Master Training Schedule).

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C. To arrange visits to the ISSTEC that are initiated by or through the Range Master.

7.6 Armory Operations

All policies and procedures detailed in PFT-SOP-647, Armory Operations, are in force at the ISSTEC as they apply to ESS.

7.7 ESH&QA Director (or designated Safety Specialist)

7.7.1 Provide ES&H guidance on course conduct and maintenance procedures.

7.7.2 Conduct inspections and makes recommendations to ensure compliance with applicable codes, standards, and regulations.

7.7.3 Assures the risk analysis process is implemented for all training iterations.

7.8 ISSTEC Steering Committee

An ISSTEC Steering Committee exists to ensure the integration of practical training between safety and security, determine the validity of training equipment as it applies to the overall training mission of the NTC, and ensure cost effectiveness of facility use and upgrades. Primary goals include:

7.8.1 Ensuring the ISSTEC meets the needs of NTC course effectiveness by providing realistic apparatus for scenarios, improved safety for training, and an environment in which enhanced practical training can be assessed and measured more accurately.

7.8.2 Determining the utility of recommended upgrades and improvements to the facility in the form of new technology and changes or construction of training apparatus while ensuring course integration is maximized.

7.8.3 Periodically reviewing the usage of the facility to ensure the safety, cost effectiveness, and utility is commensurate with the NTC's intended purpose for the ISSTEC.

7.9 ISSTEC Users and Visitors

The responsible party for ensuring compliance by ISSTEC users and visitors with this and all other sections of this SOP shall be the Course Manager, Lead Instructor, and/or Non-DOE Responsible POC as appropriate (See 5.0 for term definitions).

7.9.1 The ISSTEC is a designated Property Protection Area. As such, all visits to the ISSTEC must be coordinated with the ISSTEC Manager or Range Master.

7.9.2 All ISSTEC users and visitors must follow the directions posted at the main gate, recognize and adhere to all signage within and around the facility, and observe the requirements associated with flags and beacons. Only NTC employees with the approval of the ISSTEC Manager are authorized to relocate or remove signage.

7.9.3 Prior to commencement of any activity by a non-NTC user, a Pre-Activity Statement (see Appendix E) must be completed and submitted to the ISSTEC Manager for review and approval based on NTC SOPs. In the event an activity is considered outside established

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NTC policies and/or procedures, modification of the requesting party's training plan and submission of a risk analysis specific to the activity in question may be required.

- 7.9.4 Upon entry or exit from ISSTEC, sign in and out using the ISSTEC Use Log (Appendix B) located in the Vehicle Inspection Control Booth of Building 9825I. All appropriate information must be entered on the appropriate page.9.5
- 7.9.5 All individuals who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Manager or designee prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.
- 7.9.6 Prior to entry—and for re-entry—into the ISSTEC, all persons, vehicles, and equipment will be searched for live weapons, ammunition, and other prohibited items if ESS training is in progress or pending.
- 7.9.7 Instructors/Controllers will ensure all persons entering the ISSTEC are wearing personal protective equipment (PPE) required for the training to be performed or observed.
- 7.9.8 ISSTEC training observers will be escorted and controlled by a designated Instructor/Controller at all times. Observers will be searched and cleared prior to their entry into the ISSTEC training area if ESS training is in progress or pending. Observers will be provided with required PPE and will be confined to designated observation areas for the duration of the ESS training.
- 7.9.9 Delivery personnel will coordinate all deliveries with the ISSTEC Manager, Range Master, or PFTD Training Assistant.
- 7.9.10 Staff will ensure radios remain on Channel B4 while at the ISSTEC.

8.0 OPERATIONS

NOTE #1: NO LIVE WEAPONS OR AMMUNITION WILL BE PERMITTED ON THE ISSTEC SITE. Live weapons and ammunition will be stored in a secure location remote from the ISSTEC.

NOTE #2: ONLY operational security force personnel, as part of their job (i.e., performing routine checks and emergency response), will be permitted to carry live weapons and/or ammunition onto the ISSTEC site. If this should occur during training activities, all training operations will be immediately suspended.

8.1 ESS Training

A principal function of the ISSTEC is to provide a safe and controlled area in which to conduct performance-oriented force-on-force training utilizing a variety of ESS technologies. All aspects of ESS training operations conducted on the premises shall be in compliance with the requirements set forth in SOP 646. SOP 646 must be referenced for ESS-related details that include but are not limited to safety, weaponry, rules of engagement, and command and control.

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8.2 Orientation

New NTC or Non-NTC Instructor: Must receive an ISSTEC orientation prior to using the ISSTEC facility. This orientation will include:

A. The contents of this SOP and risk analyses applicable to the training to be given.

B. User requirements for:

- Target systems
- Lighting systems
- ISSTEC armory procedures
- Audiovisual equipment in classrooms
- Deployment of training props
- ISSTEC Use Log and sign-in/sign-out procedures
- Emergency procedures
- Key issue/turn in
- Security
- Use of flags/beacons
- Access procedures
- Parking and vehicle operation
- Out-of-play areas
- Operation of HVAC equipment
- Ventilation procedures when conducting ESS training in Building 9825H.

C. Scheduling procedures for the ISSTEC facility.

8.3 Scheduling and Use of ISSTEC

NTC training courses will be given priority for scheduling and using the ISSTEC facility. Non-NTC users may schedule use of the facility after the approved NTC training schedule has been posted. Priority for scheduling shall be granted for non-NTC users as follows:

1. Sandia National Laboratories
2. Office of Secure Transportation
3. Other DOE users
4. Federal, local law enforcement, military.

8.3.1 ISSTEC User: Complete the electronic scheduling form on the NTC website or contact the NTC Protective Force Training Department (PFTD) Training Assistants via email or phone.

Scheduling conflicts will be identified initially by a Training Assistant and, if necessary, will be forwarded to the ISSTEC Manager and/or the requesting Department Manager. The ISSTEC Manager has the authority for final training conflict resolution.

8.3.2 PFTD ISSTEC User: Designate an Instructor/Controller who will be responsible for the following:

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- A. Ensuring no live weapons or ammunition is brought onto the ISSTEC site. **NO EXCEPTIONS!** Live weapons and ammunition must be stored away from ISSTEC premises in an approved manner according to each user organization's procedures.
 - B. Ensuring weapons and magazines are inspected by a designated ESS Controller at the clearing barrel prior to entering weapon-cleaning areas. The ESS Controller will ensure they are properly modified and marked for ESS training use, and the ammunition issued for training is for ESS use only.
- 8.3.3 Approved users will be issued appropriate keys and/or access cards for ISSTEC use during non-normal hours. Users will ensure exercise security is maintained during these hours by closing the main gate upon entering the ISSTEC site.
- 8.3.4 **Non-DOE User:** Submit a completed RUA to, and get approval from, the DOE/NTC Director prior to performing any training activities at the ISSTEC. This document will be signed by a senior officer of the requesting agency and will constitute an agreement to follow all requirements stated in this SOP. (The NTC's RUA form is included as Appendix C.)
- The NTC's RUA for non-DOE ISSTEC users (agencies) will include a list of agency instructors authorized to conduct training at the ISSTEC under the provisions of the RUA. Only listed instructors will be allowed to conduct training at the ISSTEC. Any additions or deletions to this list must be submitted in writing to the ISSTEC Manager or Range Master.
- Representatives of all users (agencies) with whom an RUA has been established or is maintained must attend the NTC Annual Range Briefing, which includes a section specific to ISSTEC policies and procedures.
- 8.3.5 **DOE and Non-DOE Users:** The NTC will maintain a list of the RUAs for authorized non-DOE users (agencies) and MOUs held by DOE agencies.
- 8.3.6 All DOE users (agencies) that have current MOUs with the DOE/NTC Director for use of the ISSTEC will be responsible for complying with the provisions of this SOP.
- 8.3.7 All non-DOE ISSTEC users (agencies) that sign the RUA will be responsible for complying with the provisions of this SOP and designate a responsible point-of-contact to be onsite during activities to ensure compliance.

8.4 ISSTEC Use Log

All Personnel: Adhere to the following:

- A. Upon entry or exit from ISSTEC, sign in and out using the ISSTEC Use Log (Appendix B) located in 9825I. All appropriate information must be entered onto the appropriate page. Repeated failure to fully complete the ISSTEC Use Log may be reason to revoke the RUA or MOU for future use of the ISSTEC facilities.
- B. Comply with the procedures in this SOP.

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8.5 Safety

All persons who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Manager or designee prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.

8.5.1 Safety Standards

8.5.1.1 Adherence to the following DOE rules and standards governing firearms safety at the ISSTEC is mandatory:

- A. 10 CFR 851, Worker Safety and Health Program;
- B. DOE M 440.1-1A, DOE Explosives Safety Manual; and
- C. DOE M 470.4-3A, Contractor Protective Force.

8.5.1.2 The following advisory standards are recognized by DOE:

- A. MIL-HDBK 1027/3B, Range Facilities and Miscellaneous Training Facilities Other Than Buildings;
- B. AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat;
- C. AF 91-201, Explosives Safety Standards; and
- D. DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards.

Other safety considerations and recommended practices may be found in NTC training lesson plans and the ISSTEC training risk analysis report.

8.5.2 General Safety Practices

8.5.2.1 During daytime, a blue and orange streamer will be displayed when ESS training is in progress. At night, the blue and orange strobe light will be activated. A yellow streamer will be displayed when maintenance is being performed in the ISSTEC or when the ISSTEC is closed for training.

8.5.2.2 After ESS training, participants will wash their hands thoroughly with cold water and soap before eating, smoking, inserting or removing contact lenses, or applying makeup.

8.5.3 Safety Violations

It is NTC policy that all safety violations will be reported, documented, and investigated. Failure to comply could result in the suspension or termination of an organization's RUA or MOU or an individual's range access privileges.

During training activities involving weapon systems at the ISSTEC, the command "CEASE FIRE" will be used to indicate an unsafe act or condition where activities must

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be stopped and the unsafe condition resolved. During any other activity, the command "STOP WORK" will be used to indicate an unsafe act or condition where activities must be stopped and the unsafe condition resolved.

8.5.3.1 ISSTEC User: Responsible for the safety practices below.

8.5.3.1.1 Adhere to established safety policies and procedures at all times. Repeat violators of ISSTEC safety rules will be removed from training and placed in remedial training programs. Violators may return to normal training activities only upon successful completion of remedial training, with the approval of the ISSTEC Manager.

8.5.3.1.2 Do not operate, adjust, or attempt to repair ISSTEC mechanical or electrical systems.. Report malfunctioning or inoperative equipment to the ISSTEC Manager.

8.5.3.1.3 Alcoholic beverages and drugs are prohibited on NTC training facilities, including ISSTEC. If taking medication, report this fact to the Instructor before participating in training.

8.5.3.2 ISSTEC Instructor: Determine if an ISSTEC user is fit for training based on the medication taken. A physician may be consulted if necessary.

8.5.3.3 ESH&QA Director, ISSTEC Manager, Range Master, and Instructors: Conduct periodic safety audits of facility activities by non-DOE users to ensure compliance with ISSTEC safety rules.

8.5.4 Vehicle Safety

ISSTEC users must comply with the following vehicle safety policies:

8.5.4.1 Operators of vehicles on the ISSTEC site must have a valid state motor vehicle license.

8.5.4.2 Only authorized government vehicles that are in direct support of the training activities in progress are allowed on the ISSTEC compound during ESS exercises. All other vehicles will be parked in designated areas outside of the exercise play area and will be locked. Exceptions may be authorized by the PFT Manager, ISSTEC Manager, or Range Master.

8.5.4.3 Ensure students being transported to the ISSTEC are seated in the vehicles using seat belts and shoulder restraints. Students may not be transported in truck beds.

8.5.4.4 Authorized vehicles in the ISSTEC compound will maintain speeds of 10 mph or less.

8.5.4.5 No one will dismount an exercise vehicle in the ISSTEC until it has come to a complete stop, the transmission is in PARK, the parking brake is set, and the engine is off.

8.5.4.6 Ensure all vehicles are out of the way before opening or closing gates.

8.5.5 Personal Protective Equipment

Although PPE requirements for the ISSTEC will vary depending upon the training

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exercises being performed at the facility, all ISSTEC users must comply with the PPE requirements for the training being performed at the facility. Exercise participants will be advised of required PPE during the pre-training safety briefing.

NOTE: Some exercises may require students to use PPE during a simulation to protect against simulated hazards, while some exercises will require PPE to protect against genuine hazards.

8.5.5.1 ISSTEC User: Wear proper attire during all activities at the ISSTEC.

8.5.5.2 ISSTEC Manager, PFT Manager, Range Master, ESH&QA Director, and Instructors: If needed, prevent the participation of an individual whose attire is considered unsafe for training.

8.5.6 Inclement Weather

When weather conditions may negatively impact training, training will be canceled or suspended until it is safe to resume. Guidance found in PFT-SOP-652, Inclement Weather Training Restrictions, will be followed. All participants will be equipped with clothing and equipment appropriate to weather conditions.

Continuation of training is based on Lead Instructor/Senior Controller (LI/SC) judgment of the severity of the weather and effect on participants as well as guidelines found in SOP 652.

8.5.7 Interim Safety Precautions

As circumstances require, it may be necessary to implement temporary compensatory measures in response to short-term conditions identified as potentially impacting the health and safety of personnel on ISSTEC premises. In such cases, the matter will be discussed among the ISSTEC Steering Committee. Depending on the nature and complexity of the issue, the response could range from verbal notifications or briefing updates to the establishment of specific written procedures temporarily incorporated into this SOP.

8.6 ISSTEC Instructor Authorization

8.6.1 In order to conduct protective force training at ISSTEC, instructors must have completed (at a minimum) Basic Instructor Training, Firearms Instructor Certification, ESS Exercise Controller Training, and other applicable training to meet the technical qualifications required for the courses they will teach.

8.6.2 Prior to conducting training activities at ISSTEC, instructors must receive an ISSTEC orientation. Contact the ISSTEC Manager to schedule the orientation.

8.6.3 Instructors must maintain all qualifications specified in NTC SOP 311, Certifications and Qualifications.

8.7 Facilities

The following list describes the buildings and their function(s) at the ISSTEC. In general,

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the ISSTEC is intended to replicate a fictional DOE site known as the “Battery Research Complex” (BRC). For the complete site plan and select building floor plans, see Appendix A.

- Building 9825A: A storage building for simulated materials for the manufacture of battery casings.
- Building 9825B: ESS weapons cleaning area, maintenance workshop, and non-weapons/non-ammunition storage location. Currently, 9825B is a “No Access – Area Out of Play” building during ESS training.
- Building 9825C: The alarmed storage location for the site’s ESS ammunition and weapons. Currently, 9825C is a “No Access – Area Out of Play” building during ESS training.
- Building 9825D: A simulated main office building for BRC employees.
- Building 9825E: The ISSTEC lunchroom and restrooms location (west side) and simulated CAT II vault (east side).
- Building 9825F: Main classroom/conference room and exercise control facility. It consists of a Central Alarm Station (CAS) and accompanying instructor-controlled CAS, telephone room, electronic equipment/computer server room, and ISSTEC operations office. Although it is a “No Access – Area Out of Play” building for actual ESS scenarios, it is accessible for conducting class/briefings and staging personnel during ESS training.
- Building 9825G: Secondary classroom/conference room.
- Building 9825H: The largest structure on site serving as the main shoot house for ESS training and simulating a BRC Special Projects Building with operational rooms, a warehouse hi-bay, and Material Access Area. The building also houses the Augmented Reality Training System (ARTS) room and associated ARTS Control Room, both of which are “No Access – Area Out of Play” locations during ESS training.
- Building 9825I: A simulated BRC Entry Control Facility where all personnel and vehicles enter the facility.

8.8 Restrictions

8.8.1 Out-of-Play Areas

8.8.1.1 Buildings 9825B (ESS Weapons Cleaning Area), 9825C (ESS Armory), and 9825F (Main Classroom and Exercise Control Facility) are permanently excluded from all ESS training scenarios. The only personnel permitted in the buildings during ESS training are Armorers/Gunsmiths, Instructors/Controllers, or other authorized persons associated with the training.

8.8.1.2 The aboveground water tank, septic area, and propane gas storage tank area at the

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southwest corner of the ISSTEC are out-of-play areas for ESS training. These locations are clearly marked with orange barrier fencing. A number of other locations within the site protecting exterior HVAC equipment are similarly identified.

- 8.8.1.3 As circumstances dictate, it may be necessary to restrict entry to specific areas for various durations. These locations will be clearly identified with appropriate signage (e.g., "No Access – Area Out Of Play") and/or may be locked or otherwise barred from physical access. Such areas also may warrant the implementation of administrative controls that permit access and use on a case-by-case basis under specific direction or instructions.

8.8.2 Special Use Areas

- 8.8.2.1 Access to and use of the Glove Box Room on the first floor of Building 9825H is restricted to NTC use only. Specific administrative controls are detailed in Appendix F, 9825H Glove Box Room Access and Use.
- 8.8.2.2 Access to and use of the "Augmented Reality" room on the first floor of Building 9825H is permitted for personnel staging and "flow through" only. ESS weapon use is prohibited.

8.8.3 Shooting from Elevated Surfaces

Although training on the rooftops of ISSTEC buildings is generally prohibited, the northwest and southeast corners, respectively, of the roof on Building 9825H have been approved for rooftop fighting. Instructors/Controllers will ensure ESS training participants remain in the designated fighting positions and do NOT attempt to walk on the roof, or roof edges, of the building.

8.8.4 Weapons

- 8.8.4.1 Privately owned weapons **will not** be permitted or used at the ISSTEC site.
- 8.8.4.2 All live weapons and ammunition must be stored in a secure, approved location remote from the ISSTEC.
- 8.8.4.3 Concealed weapons are prohibited at all NTC facilities.

NOTE: See SOP 646 for more information about ESS weapon use at ISSTEC.

8.9 Scheduling and Maintenance

- 8.9.1 All scheduling of the ISSTEC shall be completed via the electronic scheduling form on the NTC website.
- 8.9.2 Course Manager, Lead Instructor, and/or non-DOE Responsible POC:
- 8.9.2.1 Ensure all audiovisual equipment is used in an appropriate manner.
- 8.9.2.2 Ensure classrooms are left clean and straightened, empty all trash and put in new liners, and sweep and mop floors as needed.

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8.9.2.3 Remove all training aids and secure upon completion of training.

8.9.2.4 Notify the ISSTEC Manager or Range Master of any discrepancies.

8.10 Weapons-Cleaning Area

NOTE: Absolutely NO live weapons or ammunition will be allowed in the weapons-cleaning area or rooms.

8.10.1 Building 9825B is designated as a weapons-cleaning area for use by NTC staff and students during NTC activities only. All weapons associated with activities of non-NTC users must be cleaned at a location other than the ISSTEC.

8.10.2 Lead NTC Instructor/Course Manager: Responsible for the tasks below.

8.10.2.1 Ensure all weapons-cleaning activities are performed in Building 9825B only.

8.10.2.2 Inspect all student weapons at the clearing barrel before entering the weapons-cleaning areas or rooms.

8.10.2.3 Ensure the students are familiar with weapons-cleaning procedures and use of the facility.

8.10.2.4 Inspect the cleaning room for cleanliness, secure cleaning supplies, and secure the cleaning room at the end of each use.

8.10.3 ISSTEC Users: Responsible for the tasks below.

8.10.3.1 Dispose of patches, towels, and other cleaning materials used for cleaning weapons. Use the appropriately marked containers that are provided for the collection of the weapons-cleaning residue. Do not dispose of liquids in these containers.

8.10.3.2 Wear eye protection in the cleaning rooms when cleaning weapons.

8.10.3.3 Wear protective gloves and/or barrier cream, which will be provided, for hand protection.

NOTE: Compressed air used for cleaning purposes will be regulated at 30 psi maximum.

8.11 Pre-Course Setup

NOTE: No modifications may be made to the ISSTEC configuration without approval of the ISSTEC Manager. All suggestions will be submitted to the ISSTEC Manager for consideration.

A. Props. During training activities, props must be used as designed and as designated for the training being conducted. Props not associated with specified training may not be used without prior approval.

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- B. Portable Walls. When the building configuration requires the use of portable walls, ensure the tops and bottoms of the walls are secured.
- C. Roll-up Door. The use of the roll-up door on the second floor of 9825H is limited to NTC Instructors and Maintenance personnel.

8.12 Installation and Use of Training Equipment/Technology

The ISSTEC Manager must approve the installation and use of any training-related equipment and/or technology not already incorporated in approved and established NTC course documentation (e.g., curriculums and lesson plans), either permanent or temporary. In coordination with applicable NTC training departments, installation approval will be based on factors that may include, but are not limited to, safety, training and educational utility, operational and maintenance demands, resource requirements, and cost.

In compliance with DOE's Integrated Safety Management guide (DOE G 450.4-1B) and DOE M 470.4-3A, a risk analysis must be completed on any new applicable activity before that activity may begin. Accordingly, a major part of the decision to grant permission to install and subsequently use equipment or technology in a demonstration and/or training capacity will be based upon this analysis. The risk analysis shall be initiated and completed by the party requesting the installation of the equipment or technology and submitted to the ISSTEC Manager for review and approval. Any comments, questions, or concerns will be brought to the attention of the requestor for action.

Details on completion of a risk analysis may be found in SOP 531, Risk Analysis.

8.13 Equipment/Device Demonstrations

Equipment and/or device demonstrations at the ISSTEC shall be conducted under strict observation of applicable safety standards. In the interest of establishing formal, uniform conditions for this type of activity, the following pre-demonstration requirements shall be observed:

- 8.13.1 No less than 14 working days prior to a scheduled demonstration, the presenting party and/or sponsoring NTC department shall submit a detailed written plan covering all particulars of the demonstration (i.e., who, what, when, where, how, and why) to the ISSTEC Manager. The written plan shall include the following:
 - A. A risk analysis that addresses all activity or equipment hazards
 - B. A list of all personnel, equipment, vehicles, weapons, and ammunition that will be brought to NTC facilities
 - C. A safety briefing that will precede the demonstration and the identity of the person(s) who will present the briefing
 - D. A list of NTC facilities, personnel, equipment, vehicles, weapons, and ammunition that are required to support the demonstration
- 8.13.2 The demonstration plan will be reviewed by the NTC for approval. Any comments,

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questions, or concerns will be brought to the attention of the presenter for action. Only after approval of the plan will permission for the demonstration be granted.

- 8.13.3 Failure to comply with these requirements within the required timeframe may result in denial of the demonstration request.

8.14 Maintenance Operations

The NTC Maintenance staff has been authorized to perform routine preventive and operational maintenance activities at the ISSTEC facility. Such activities are essential for the safe and efficient management of DOE security training programs at the ISSTEC.

Routine maintenance activities are those recurring tasks that are required to maintain an operational facility and provide appropriate equipment and training materials to meet NTC course objectives. The hazards associated with these maintenance activities have been identified and are within an acceptable risk level when performed correctly by qualified personnel. Examples of routine maintenance operations include but are not limited to the following:

- Fabrication, storage, distribution, and disposal of target materials;
- Maintenance of equipment, including electrical and mechanical systems;
- Maintenance of overall facility condition, including building integrity, signage, technology and systems functionality, access controls; and
- Support courses in progress, as required.

The NTC's Shop Operations and General Maintenance procedure (NTC-SOP-536) outlines the general ES&H requirements that must be followed during routine maintenance activities. Routine maintenance activities performed at the ISSTEC may involve:

- Welding and cutting operations,
- Using woodworking machines,
- Using portable hand and power tools,
- Using material-handling equipment,
- Operating overhead cranes,
- Operating motor vehicles, and
- Electrical safety.

All NTC maintenance activities require a work order generated through the NTC's CMMS. Work orders are made available to ES&H personnel and the ISSTEC Manager for review and approval. NTC Maintenance and ES&H staff will meet weekly to discuss maintenance activities and ensure early identification of hazards and controls to be implemented. All maintenance activities shall be conducted in compliance with the guidelines in this SOP.

All maintenance activities at the ISSTEC will be coordinated through the ISSTEC Manager or designee. Prior to performing maintenance work, a maintenance request must be submitted using the NTC's computerized maintenance management system (CMMS), which is available to employees on the NTC Intranet (Nexus). A work order will

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be created and forwarded to the ISSTEC Manager for review and approval.

NOTE: No work shall be conducted by a subcontractor without advance planning, coordination, and notification. This shall include submittal of a safety plan by the subcontractor with their proposed bid. Once on site, subcontractors are required to check-in with the NTC Maintenance Department and undergo a pre-job briefing with a supervisor or manager prior to starting work.

Procurement procedures will require safety review and input for contracted maintenance and construction services.

8.15 ESS Ammunition

Receipt, storage, issue, and inventory of ESS ammunition stored at the ISSTEC will be accomplished in accordance with relevant portions of this SOP and NTC SOP 549, *Storage and Transportation of Explosives*.

9.0 APPENDICES

- A – ISSTEC Site Layout and Floor Plans
- B – ISSTEC Use Log
- C – DOE/NTC Range Use Agreement
- D – ISSTEC Pre-Activity Statement
- E – 9825H Glove Box Room Access and Use
- F – ISSTEC Emergency Response to Lightning

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APPENDIX A – ISSTEC SITE LAYOUT AND FLOOR PLANS

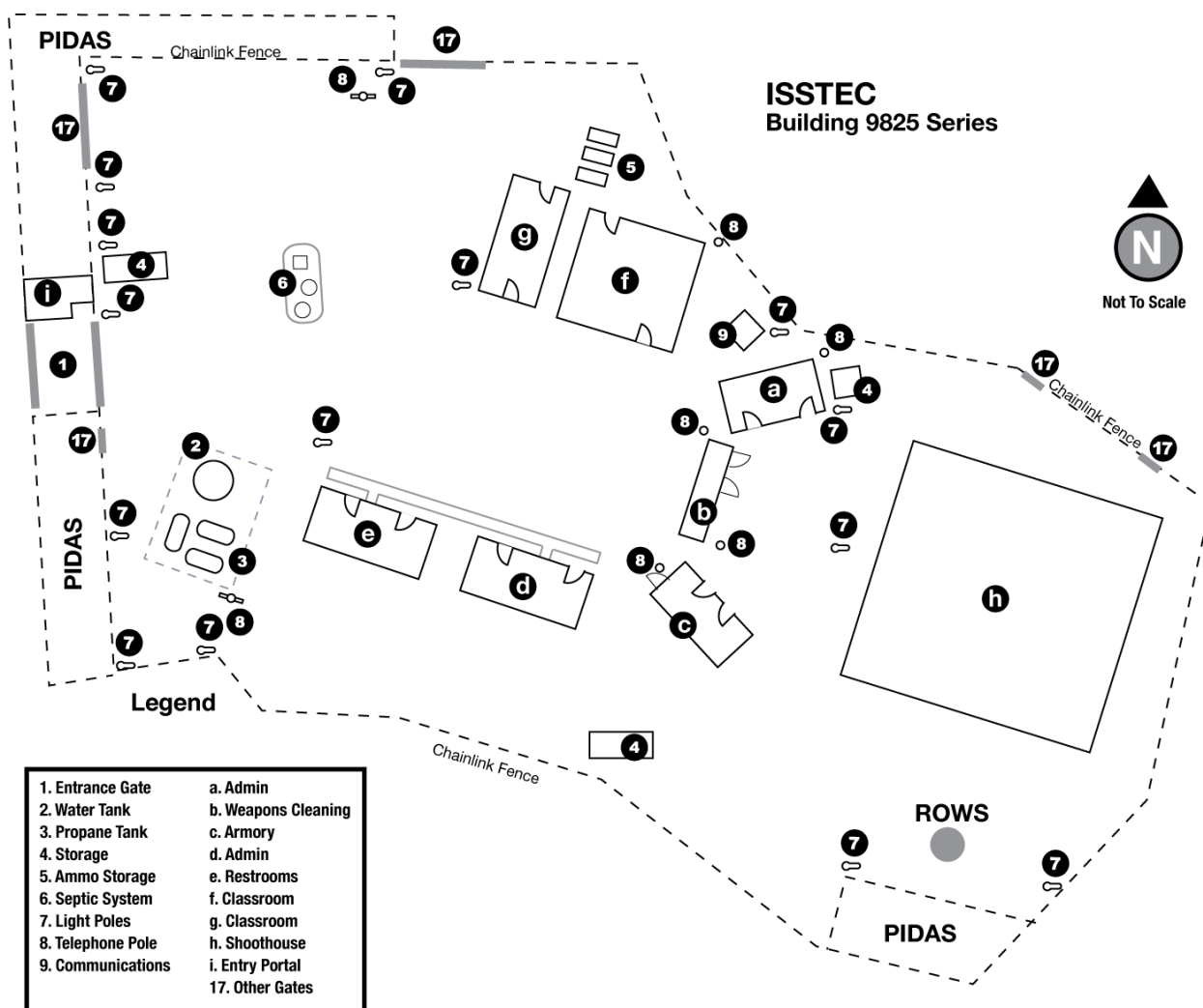


Figure A-1. ISSTEC General Site Layout

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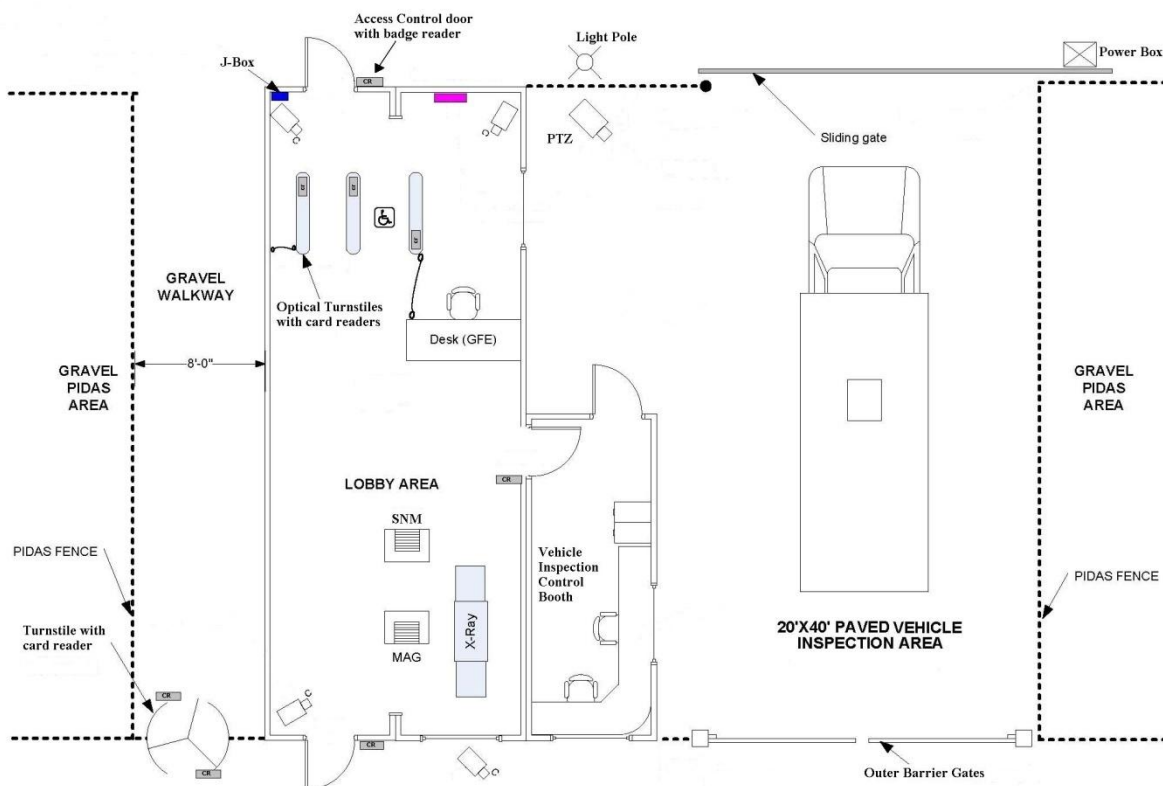


Figure A-2. Floor Plan for Building 9825I, Simulated Entry Control Facility

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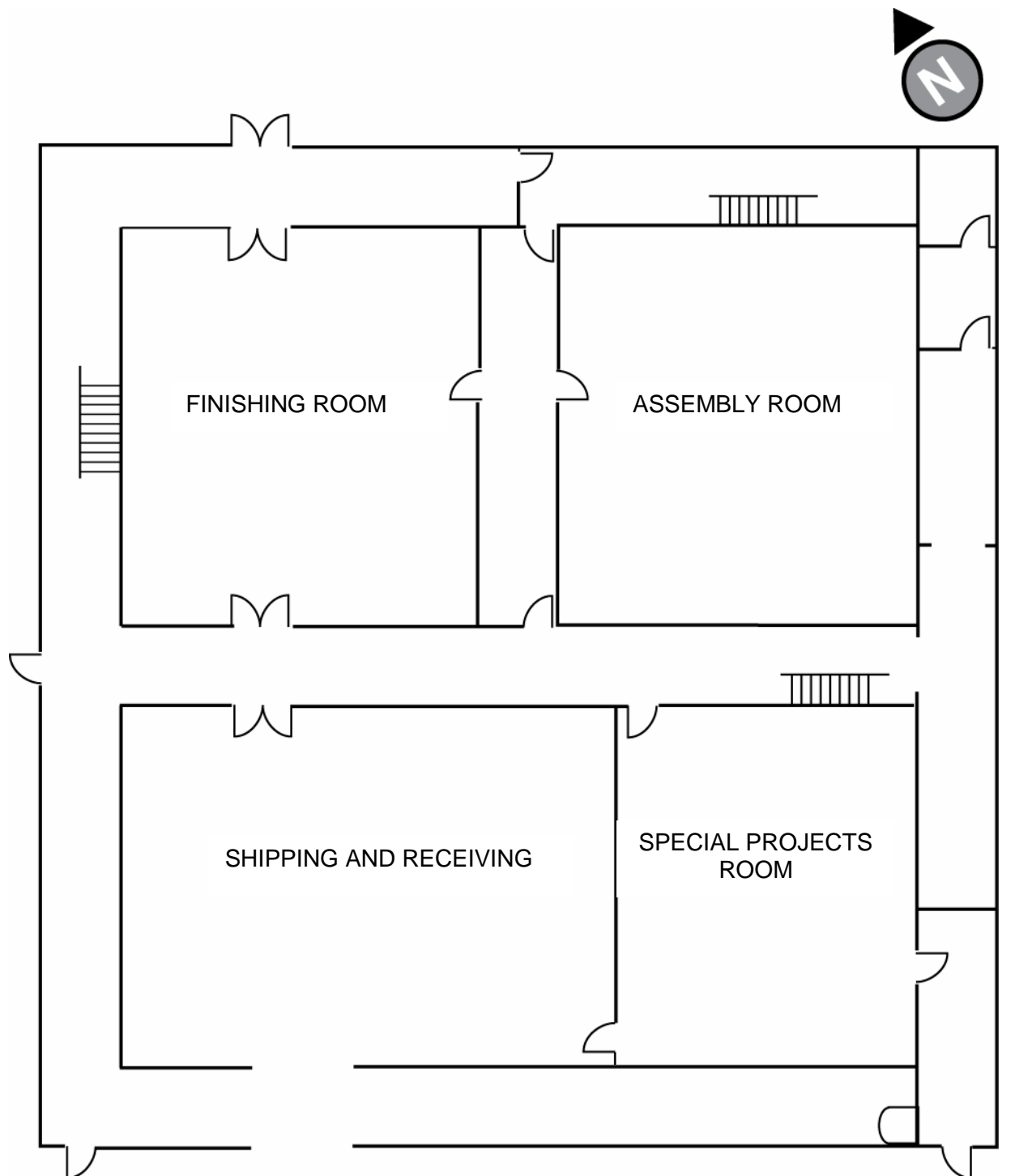


Figure A-3. Floor Plan for Building 9825H, Special Projects Building, 1st Floor

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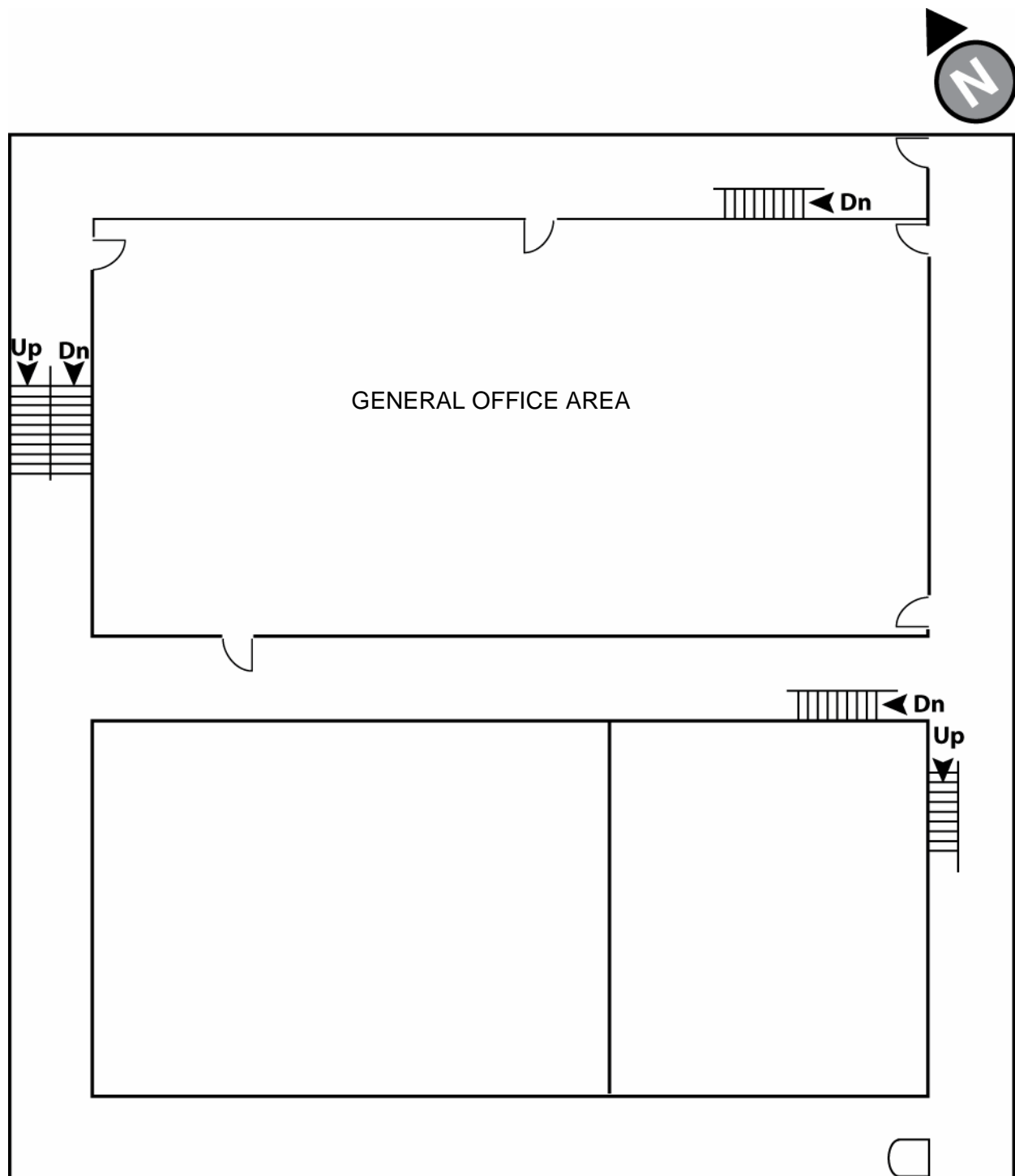


Figure A-4. Floor Plan for Building 9825H, Special Projects Building, 2nd Floor

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APPENDIX B – ISSTEC USE LOG

Date	Time In	Time Out	Organization	Representative Name	Personnel Information		Purpose of Visit / Facilities Being Used	
					Lead Instructor			
					Medic**			
					Lead Instructor			
					Medic**			
					Lead Instructor			
					Medic**			
					Lead Instructor			
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					Medic**			
					Lead Instructor			
					Medic**			
					Lead Instructor			
					Medic**			
				**Medical personnel must be a Paramedic or CPR/first aid certified.				

NON-PROPRIETARY INFORMATION

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APPENDIX C – NTC RANGE USE AGREEMENT**RANGE USE AGREEMENT BETWEEN
THE UNITED STATES DEPARTMENT OF ENERGY NATIONAL TRAINING CENTER
AND**

(Agency/Unit)

I. BACKGROUND

The mission of the United States Department of Energy (DOE) National Training Center (NTC) is to ensure the safe, efficient, and effective training of Safeguards and Security (S&S) personnel throughout DOE who are, or may become, involved in the protection of vital national resources. The NTC provides program management of S&S training at all DOE facilities pursuant to DOE Order 470.4A, Safeguards and Security Program. A large percentage of the DOE's training program comprises firearms and tactics. This type of training is conducted at the NTC's Live Fire Range (LFR) and Integrated Safety and Security Training and Evaluation Complex (ISSTEC). Other tactical training facilities are available on the NTC Main Campus.

II. PURPOSE

The DOE, NTC, and _____

(Agency/Unit)

enter into this Range Use Agreement (RUA) to set forth an agreement by all parties pertaining to the safe use and scheduling of the NTC LFR, ISSTEC, and Main Campus.

III. AUTHORITY

The authority for entering into this RUA is the Intergovernmental Personnel Act of 1970.

IV. POLICY

This agreement sets forth general policy for the safe use and scheduling of the NTC LFR, ISSTEC, and Main Campus.

V. RULES AND PROCEDURES

A. The NTC agrees to the following rules and procedures:

1. LFR

- a. The NTC will authorize use of the LFR and specified facilities on a scheduled, space-available basis.
- b. The Range Master will provide copies of the LFR standard operating procedures and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.
- d. The Range Master will be the point-of-contact for the initial safety briefing and all scheduling.

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- e. The NTC will provide (separate from range scheduling) classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

2. ISSTEC

- a. The NTC will authorize use of the ISSTEC on a scheduled, space-available basis.
- b. The ISSTEC Manager will provide a copy of NTC standard operating procedure 643, ISSTEC Operations, and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.
- d. The ISSTEC Manager will be the point-of-contact for the initial safety briefing and scheduling.
- e. The NTC will provide classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

3. Main Campus

- a. The NTC will authorize use of the Main Campus and specified facilities on a scheduled, space-available basis.
- b. The Range Master will provide copies of the LFR standard operating procedures and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.
- d. The Range Master will be the point-of-contact for the initial safety briefing and all scheduling.
- e. The NTC will provide (separate from range scheduling) classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

B. The _____
(Agency/Unit)

agrees to the following rules and procedures:

1. LFR

- a. All users must sign in at the LFR Administration Building as outlined in this policy. During normal business hours, all users must proceed to Building 100 to sign in on the Range Sign-In/Out Sheet. Users must sign out on the Range Sign-In/Out Sheet after training is completed if the training is completed during normal business hours (SOP 644, 7.76.3). Before and after training, all users must sign the Range Use Log providing all required information (SOP 644, 8.3).
- b. The user agency accepts the use of the firing range in its existing condition. If using the Live Fire Shoot House (LFSH), users will conduct a pre and post inspection of

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the facility as outlined in PFT-SOP-645, Live Fire Shoot House, Appendix C. Neither the DOE/NTC nor any of its contractors has made any warranty, express or implied, (a) with respect to the condition of the firing range, (b) that the user agency's use of the firing range will not result in injury or damage, (c) that the user agency's use of the LFR will accomplish the intended objectives, or (d) that the LFR is safe for any purpose including the intended purpose.

- c. If the user agency either fails or refuses to abide by any of said rules, procedures, or regulations, the NTC Director may revoke permission to continue to use the firing range.
- d. The user agency will provide documentation to the LFR Range Master that firearms instructors and medical personnel have attended NTC safety training and have read and verified (by signature) that they understand and will abide by the NTC LFR SOPs. (The LFR and LFSH related SOPs are available on the NTC website.) In addition, the user agency is expected to provide the Range Master with a risk analysis report that describes the training activities to be conducted at the LFR.
- e. The user agency will provide a point of contact for safety and scheduling coordination, and a list of user agency certified firearms instructors and medical emergency response personnel. This list will be Attachment 1 to this RUA. In the event of any changes to user agency personnel, the list shall be revised accordingly.
- f. The user agency will provide ammunition, targets, and associated training equipment required for user agency activities at the LFR.
- g. The user agency will provide and use appropriate personal protective equipment and will comply with all NTC LFR safety policies. An individual's failure to comply with safety policies may be cause for removal from LFR training.
- h. The user agency will request range/facility use via the NTC website as far in advance as possible to ensure availability. This request should include a brief description of the type of operations or training that will be conducted, and the name, address and telephone number of the individual(s) responsible for providing operational firearms safety oversight.
- i. For periods during which NTC paramedics are not on duty, the user agency will provide medical emergency response personnel that are trained and qualified in cardiopulmonary resuscitation (CPR) and first aid. First-aid training should include the handling of gunshot wounds.
- j. The user agency will instruct all personnel using the LFR facilities that the NTC weapons-cleaning facility is not available for use and that all weapons must be cleaned at a location other than the LFR.
- k. In the unlikely event of a safety or procedure violation, the NTC will conduct a review before allowing further use of the LFR facility. The user agency and its members agree to cooperate with and, if necessary, assist in this review process, and to provide a detailed incident report and corrective actions taken to minimize the likelihood of similar incidents.
- l. The user agency will designate an individual who will be present during each range use and will be accountable for (a) preventing any improper disposal of live ammunition in LFR trash containers, and (b) ensuring that the range is clean (including brass clean-up).

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- m. The user agency will designate an individual to ensure that weapons are safe, cleared, and inspected upon completion of training.
- n. The user agency will provide the LFR Range Master with the type and manufacturer of all ammunition expended during each LFR training activity.
- o. When training must be canceled, the user agency is responsible for canceling the ranges/facilities via the NTC website at the earliest possible date.
- p. The user agency will replace or repair any LFR property lost or damaged through negligent use or misconduct.

2. ISSTEC

- a. The ISSTEC is designed to simulate an operational facility for the purposes of training, demonstrations, rehearsals, exercises, testing, and evaluation. Training activities involving force-on-force and/or deadly force scenarios are conducted only and exclusively through the use of approved engagement simulation systems (ESS). ESS currently permitted at the ISSTEC includes blank-fire, dye-marking cartridges (DMC), multiple integrated laser engagement systems (MILES), Hybrid MILES/DMC, inert weapons, and Airsoft.

At no time are live weapons or ammunition permitted on the ISSTEC premises!

- b. Activities at the ISSTEC are conducted in accordance with standard operating procedure (SOP) PFT-SOP-643, *ISSTEC Operations*. ESS activities are conducted in accordance with PFT-SOP-646, *Engagement Simulation Systems*. These SOPs are available via the NTC website, on the premises of the ISSTEC, and upon request. All users and visitors must comply with the requirements therein as well as with all applicable safety policies. Failure to do so may result in denial or revocation of access or use privileges.
- c. The user agency will provide documentation to the ISSTEC Manager that training personnel (e.g., instructors, exercise controllers, medical staff) have attended NTC safety training and have read and verified (by signature) that they understand and will abide by the procedures and responsibilities specifically contained in *PFT-SOP-643, ISSTEC Operations*. In addition, the user agency is expected to provide the ISSTEC Manager with a risk analysis report that describes the training activities to be conducted at the ISSTEC.
- d. The user agency accepts the ISSTEC in its existing state (i.e., “as is”). While pre- and post-activity inspections of the facility may be conducted, neither the DOE/NTC nor any of its contractors makes any guarantee, expressed or implied, with respect to the condition or safety of ISSTEC facilities and equipment, or that use of the ISSTEC will not result in injury or damage to the user or accomplish intended objectives of the user.
- e. Prior to operations, the user agency will provide a comprehensive Training/Exercise Plan to the ISSTEC Manager that is specific to the activity(ies) to be conducted that provide a description of the type of contemplated force-on-force exercise or training to be conducted, to include purpose, scope, goal(s), and objective(s), as well as the specific type(s) of ESS weaponry and ammunition to be expended.
- f. For periods when NTC paramedics are not on duty, the user agency will arrange for the presence of adequate medical personnel trained and qualified for the type of training/exercise(s) to be conducted.

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- g. The user agency will provide a list of individuals identified as Safety Personnel and Scheduling/Coordination Points of Contact, as well as specifically assigned Instructors, Exercise Controllers, and Emergency Response Medical Personnel (Attachment 1 to this RUA). In the event of any changes, it is the responsibility of the user to revise and resubmit the list promptly and prior to commencement of any activities.
 - h. The user agency will provide all their own training equipment and supplies (e.g., weaponry, ammunition, targets, etc.) to include the necessary personal protective equipment (PPE). All weapons, ammunition, and associated equipment will be inspected and approved by an NTC armorer prior to use.
 - i. Requests to use the ISSTEC will be made through the NTC website (www.ntc.doe.gov) via the online range/facility scheduling application as far in advance as possible to ensure availability. Information required includes a description of the type of training/exercises to be conducted as well as contact information for the individual(s) responsible for providing onsite operational safety oversight.
 - j. An authorized representative of the user agency must, upon entering and exiting the ISSTEC each day, sign in/out using the ISSTEC Use Log located in the Entry Portal Building (9825I) at the ISSTEC main entrance.
 - k. The user agency will provide notification of training schedule changes, cancellations, or modifications of any kind as soon as possible and prior to commencement of training activities.
 - l. The user agency will designate one or more individuals present during operations at the ISSTEC to: (1) be accountable for the proper disposal of expended and unused ammunition/equipment; (2) make sure that areas used are cleaned (e.g., trash and brass clean-up) and left in good order, and (3) ensure that all weapons are accounted for, inspected, cleared, and made safe for removal, storage, or transport upon conclusion of activities.
 - m. A weapons-cleaning facility is not available. All weapons must be cleaned at a location other than the ISSTEC.
 - n. In the event of a safety or procedural violation, the user agency must notify the ISSTEC Manager who, in turn, will contact the NTC ES&H Department. The NTC will conduct a review before allowing further use of the ISSTEC. The user agency and its members agree to cooperate with and, if necessary, assist in the review process, which may include, but is not limited to, providing a detailed incident report and corrective actions taken to minimize the likelihood of similar incidents.
 - o. The user agency will replace or repair any ISSTEC property lost or damaged through negligent use or misconduct.
3. Main Campus
- a. Initially, all proposed activities to be conducted on the Main Campus must be coordinated through the Range Master (see Section V.A.1.d above).
 - b. The Range Master will coordinate activities beyond the normal scope of training (for example, use of the Student Services Center) with appropriate personnel, as necessary. Such activities may require additional approvals, up to and including approval by the DOE/NTC Director.

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VI. RISKS AND HAZARDS

1. The _____
(Agency/Unit)
- is aware of the risks and hazards inherent in entering upon and using DOE/NTC facilities, and hereby elects voluntarily to enter upon said premises with full knowledge of those risks and hazards. Under the Federal Tort Claims Act (FTCA), 28 U.S.C. 1346 et seq., the U.S. government is liable for the loss or destruction of property or personal injury or death caused by the negligent or wrongful acts or omissions of any employee of the government while acting within the scope of his or her office or employment.
- 2a. Federal Agency: The _____,
(State, County, or City)
- acting through the _____,
(Agency/Unit)
- accepts liability for all damages arising from its use of the facilities, to the maximum extent allowed by federal law, including the FTCA and the Anti-Deficiency Act, 31 U.S.C. 1341 et seq.
- 2b. State Agency: The _____,
(State, County, or City)
- acting through the _____,
(Agency/Unit)
- accepts liability for all damages arising from its use of the facilities, to the maximum extent allowed by New Mexico Tort Claims Act, N.M. Stat. Ann. 41-4 et seq., as amended.
3. The _____
(Agency/Unit)
- will cooperate fully with DOE/NTC in the processing of any claims arising out of the use of DOE/NTC facilities, including claims under the FTCA pursuant to 28 CFR 14.2.

VII. PUBLIC INFORMATION COORDINATION

Subject to the Freedom of Information Act (5 U.S.C. 552), decisions on disclosure of information to the public regarding training or exercises conducted at the NTC LFR, ISSTEC, or Main Campus will be made following consultation between the Parties hereto.

VIII. AMENDMENT AND TERMINATION

This RUA may be modified or amended by mutual written agreement between the Parties and may be terminated by either party upon 30 days' written notice.

IX. EFFECTIVE DATE

The RUA becomes effective when:

- a. Both the user agency and the NTC Director have signed the RUA.

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This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

- b. The user agency's designated instructor(s) and certified firearms instructor(s) complete the safety briefing for use of the LFR, ISSTEC, and/or Main Campus.

The RUA is effective through **December 31, 2011**, unless terminated pursuant to Article VIII of this document.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

In witness whereof, the parties have executed this RUA effective on the respective dates indicated below.

(Agency/Unit)

U.S. Department of Energy
National Training Center

By: _____

Authorized Signature

By: _____

Authorized Signature

Name

Title

Address

City, State, Zip

Phone No.

E-Mail Address

Arnold Guevara
Acting Director
National Training Center
P.O. Box 18401, KAFB
Albuquerque, NM 87185
(505) 845-6403

Date: _____

Date: _____

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

**RANGE USE AGREEMENT BETWEEN
THE UNITED STATES DEPARTMENT OF ENERGY NATIONAL TRAINING CENTER
AND**

(Agency/Unit)

POINT(S) OF CONTACT FOR SAFETY AND SCHEDULING COORDINATION

POINT OF CONTACT 1

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

POINT OF CONTACT 2

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

POINT OF CONTACT 3

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

FIREARMS INSTRUCTOR(S)

Certification must be provided for each individual listed.

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____

LIVE FIRE SHOOT HOUSE INSTRUCTOR(S)Certification and current qualification scores must be provided for each individual listed
(see SOP 645)

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____

ESS INSTRUCTOR(S)

Certification must be provided for each individual listed.

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____

EMERGENCY RESPONSE MEDICAL PERSONNEL

Certification must be provided for each individual listed.

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

APPENDIX D – ISSTEC PRE-ACTIVITY STATEMENT

Note: This form is subject to change. Users are advised to contact the ISSTEC Manager or designee to ensure availability of the latest version.

NON-PROPRIETARY INFORMATION

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APPENDIX E – ACCESS AND USE OF 9825H GLOVE BOX ROOM

E.1 Purpose/Scope

The purpose of this appendix is to provide specific policy and requirements for using the Glove Box (GB) Room within Building 9825H. The installation of specialized equipment specifically associated with training by the Safety Training Department requires that specific measures be taken to ensure that activities in the area are conducted in a manner that reduces the chances of equipment damage. All other ISSTEC policies and procedures apply.

E.2 Responsibilities

E.2.1 ISSTEC Manager

The ISSTEC Manager or designee is responsible for implementing the provisions described herein for facilitating access to the GB Room.

E.2.2 NTC Staff

Any NTC staff member requiring access to or use of the GB Room is responsible for notifying the ISSTEC Manager or designee in advance and for complying in full with the policies and requirements described in E.3 and E.4 below.

E.3 Policy

E.3.1 The GB Room is reserved for NTC-based training operations only. Access or use by non-NTC entities (e.g., outside agencies) is not permitted.

E.3.2 Access and use by the NTC's Safety Training Department is permitted without restriction.

E.3.3 Access and use by the NTC's Protective Force Training Department for training is permitted under the following conditions:

E.3.3.1 Selective locations within the room marked with signage and/or chained-off to restrict access to sensitive areas/equipment must be respected at all times. Only the ISSTEC Manager or designee can modify areas so designated.

E.3.3.2 Operation of any Safety Training-related electronic or mechanical equipment installed in the GB Room is not permitted.

E.3.3.3 ESS training utilizing DMC ammunition must consist only of "Force-on-Target" scenarios. Targets must be placed in a manner that prevents or minimizes the chance of a stray round impacting sensitive areas or equipment.

E.3.3.4 Personnel traffic in the form of "flow-through" and staging is permitted without restriction.

E.3.4 The GB Room will be locked when not in use.

NON-PROPRIETARY INFORMATION

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- E.3.5 All actions involving the access, use, and closure of the GB Room must be coordinated with the ISSTEC Manager or designee.
- E.3.6 An “Authorized NTC User” (i.e., Lead Instructor, Senior Controller) will be identified for the duration of room admission and made responsible for maintaining the safety, security, and condition of the room while under their care. This includes:
- Advising all other necessary parties (e.g., staff, students, or visitors) of GB Room use conditions and restrictions
 - Ensuring the room is clean and returned in all respects to its original condition
 - Immediately reporting, regardless of cause, any instances of damage to or malfunction of equipment or items within the GB Room
- E.3.7 Any exceptions to policy will be brought to the attention of the ISSTEC Steering Committee for a determination.

E.4 Operations

E.4.1 Requesting Access

- E.4.1.1 NTC staff requiring entry into the GB Room will contact the ISSTEC Manager or designee no less than 24 hours prior to needed access.
- E.4.1.2 The requesting party will be designated as the “NTC Authorized User”.
- E.4.1.3 The ISSTEC Manager or designee will coordinate with the NTC Authorized User to provide access instructions, review terms of use according to this policy, and address any additional conditions or circumstances. At the discretion of the ISSTEC Manager or upon request by the NTC Authorized User, this coordination may entail an onsite visit to the GB Room.

E.4.2 Post-Activity Actions

- E.4.2.1 At the conclusion of activity, the NTC Authorized User will:
- Ensure the room is clean, returned in all respects to its original condition, and locked, followed by notification to the ISSTEC Manager or designee on the day activity has ceased.
 - Provide the ISSTEC Manager or designee a verbal summary of activities during the time of use, including details on any items requiring further clarification or explanation.
- E.4.2.2 As necessary, the ISSTEC Manager or designee may contact the NTC Authorized User prior to, during, and after periods of use for additional discussion or clarification on matters related to the GB Room.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in April 2010.

APPENDIX F – ISSTEC EMERGENCY RESPONSE TO LIGHTNING

F.1 Purpose/Scope

The purpose of this appendix is to provide temporary compensatory measures to protect personnel training and/or working at ISSTEC in the event of nearby thunderstorm activity. The ISSTEC armory (Building 9825C) does not have lightning protection installed, as required by DOE M 440.1-1A, and thus presents a hazard to personnel during electrical storms. Until lightning protection is installed, this emergency procedure will be in effect and will apply to all personnel and visitors at ISSTEC. This temporary procedure augments the lightning emergency procedure found in NTC-PM-504, Emergency Management Plan.

F.2 Responsibilities

F.2.1 ESH&QA Department

The ESH&QA Department is responsible for notifying the ISSTEC Manager or designee regarding lightning alert or warning status. The ESH&QA Department will also provide a downgrade or release from alert or warning status.

F.2.2 ISSTEC Manager

The ISSTEC Manager or designee is responsible for notifying personnel or visitors at the ISSTEC of the initiation or downgrade of a lightning alert or warning.

F.2.3 ISSTEC Personnel and Visitors

Personnel and visitors at the ISSTEC will be responsible for a timely evacuation from the ISSTEC facility in the event a lightning warning is declared.

F.3 Definitions

LIGHTNING ALERT. Alert given when there is the potential for thunderstorms in the vicinity of the ISSTEC facility.

LIGHTNING WARNING. Warning given when ESH&QA personnel have received information, either from direct reading instrumentation or from a reliable source of weather information (such as the National Oceanic and Atmospheric Administration [NOAA]), that lightning is approaching within 3 miles of the ISSTEC facility.

F.4 Operations

F.4.1 ESH&QA personnel will communicate with the ISSTEC Manager by means of:

- Office phone, extension 215
- Handheld radio, channel B4

ESH&QA personnel will keep the ISSTEC Manager informed of local thunderstorm activity and will notify him if conditions meet alert or warning status.

NON-PROPRIETARY INFORMATION

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- F.4.2 Upon declaration of a lightning alert, the ISSTEC Manager will notify personnel/visitors at the ISSTEC to be aware that an alert is in place and to monitor their handheld radio or nearby phone(s) for further updates.
- F.4.3 Upon declaration of a lightning warning, the ISSTEC Manager will notify personnel/visitors to immediately evacuate the ISSTEC facility to either the LFR administrative building or to the main campus.
- F.4.4 If the alert or warning status is downgraded, ESH&QA personnel will inform the ISSTEC Manager who will relay this information as necessary.
- F.4.5 Until lightning protection is installed at the ISSTEC armory, NTC management will determine on a case-by case basis if non-NTC personnel will be allowed to train at the ISSTEC during off-hours or weekends. If it is determined to allow off-hour/weekend activity, the ISSTEC Manager will provide appropriate training and understanding of this temporary emergency procedure to the non-NTC point-of-contact.